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WAR FOOD ADMINISTRATION  
Office of Distribution  
Southwest Region - Dallas, Texas

March 7, 1944

CIVILIAN FOOD REQUIREMENTS DIVISION MEMORANDUM NO. F-1

Distribution of Commodities Acquired with Section 32 Funds Under Price Stabilization, Surplus Removal, and Land-Lease Operations.

SECTION I. Introduction.

It is necessary that the Office of Distribution obtain outlets for agricultural commodities purchased in its removal of seasonal surpluses program, for price stabilization purposes, or for the utilization of land-lease commodities which cannot be used as originally planned. In view of the necessity, the Office of Distribution desires to receive applications for participation in the Commodity Distribution Program from state, county, and local welfare departments; public and private eleemosynary institutions and non-profit child feeding programs.

All qualified agencies in any one community wishing to participate in the distribution of these commodities may consolidate their request in one application and designate one agency to act as receiving and distributing agent for the entire group. Shipments of commodities will be in carload lots. Therefore, it is necessary that the participating agency or groups be in a position to properly utilize commodities in carload lots.

SECTION II. Definitions.

The term "institutions" as used in this memorandum means such organizations as public or private homes or farms for the indigent or aged, hospitals, sanitariums, mental institutions, training schools for children, institutions for handicapped persons, which are operated on a non-profit basis. Institutions which are organized and operated as penal institutions cannot qualify.

The term "non-profit child feeding programs" means public, private, or religious schools or child care centers such as community centers, settlement houses, children's homes, playgrounds, boys' and girls' clubs, or summer camps operated not for profit which are of high school grade or under. The fact that a reimbursable child feeding program is in operation will not preclude an approved child feeding program application for participation as a recipient for commodities.

Commodities may be distributed to community canning projects for processing and donation to non-profit child feeding programs and public assistance cases. All agencies and groups as noted above shall follow the procedure outlined below:

SECTION III. Applications.

Applications must be made on Form FDA 540, Application for FDA Commodities, (See Form attached) and the form submitted in triplicate to the State Supervisor. The State Supervisor will notify the Applicant of action taken by

letter. Where the Application is approved, such approval will be indicated by the State Supervisor by marking each copy "Approved" and show date of approval and affix signature. The original copy is to be retained by the State Supervisor, one copy is to be forwarded to the Regional Office and the remaining copy returned to the Applicant.

#### SECTION IV. Notification.

The State Supervisor will notify the distributing agency of the availability of a commodity or commodities. A letter accepting or rejecting the allocation should be forwarded to the State Supervisor within a time limit to be determined by him. The State Supervisor will transmit this information at once to the Regional Office.

#### SECTION V. Ordering.

The State Supervisor will forward partially completed Delivery Orders, Form FDA-2, to every approved Distributing Agency desiring to participate in commodities allocated. The Distributing Agency will complete the Delivery Order, Form FDA-2, and forward the original copies two, three, four and five direct to the Regional Office. The sixth white copy should be retained for the files of the Distributing Agency. The execution of this Delivery Order form by an authorized representative of the Distributing Agency constitutes an agreement between the Office of Distribution and the Distributing Agency covering the use of these commodities.

#### SECTION VI. Records.

The State Supervisor should prepare a slip sheet copy of each Delivery Order when partially completing same for the Distributing Agency and retain it for his files. The State Supervisor should assign a State Order Number to each Delivery Order and maintain a record of all Delivery Orders scheduled to be placed with the Regional Office. At the time shipment is delivered to the Distributing Agency and the pink copy of the Delivery Order is completed and forwarded to the State Supervisor, a record of delivery should be made.

Each Distributing Agency should keep a record of Delivery Orders placed with the Regional Office and in the event of changes effecting delivery or utilization this information should be forwarded immediately to the State Supervisor.

#### SECTION VII. Shipping.

A delivery order number will be assigned to each Delivery Order, Form FDA-2, by the Regional Office at the time the order is placed for shipment. The fourth (pink) copy of the Delivery Order Form will be returned to the distributing agency for use in receipting for the commodity when delivered. Commodities will be delivered f.o.b. the destination named in the Delivery Order, Form FDA-2. Transportation charges will be paid by the Office of Distribution through the use of Government Bills of Lading. All charges, including those for protective services, storage, demurrage, accruing after arrival at destination, and placement for unloading, will be the responsibility of the distributing agency.



SECTION VIII. Receiving.

The Distributing Agency (the consignee) will complete all arrangements for unloading the commodities on arrival. Careful inspection should be made to determine the quantity and condition of the commodities received. The fourth copy (pink) of the Delivery Order, Form FDA-2, must be executed by the consignee and forwarded immediately to the State Supervisor, who will complete his records therefrom; the State Supervisor shall review the form for correctness and forward it to the Regional Office. In the event of loss or damage, complete details must be reported in the spaces provided on the reverse side of the pink copy of FDA-2. This is necessary to protect the Government's interest in filing claim for losses and damage. The procedure relating to loss and damage is as follows: If a shipment is received in bad order, that is, if there is shortage or damage to the commodities, the following broad principles should be observed:

1. If the consignee believes the cause of shortage or damage is due to condition of commodity when loaded, improper methods of loading, care, protection and/or handling in transit the consignee shall notify the Regional Office by telegraph, giving Delivery Order number, car initials and number, extent of spoilage or damage, and any other pertinent information.
2. The consignee shall notify the carrier and they shall make a joint inspection of the commodities (in some instances the carrier may waive inspection but in any case the consignee must notify carrier's agent and obtain an O. S. and D report from carrier's agent.)
3. The consignee shall reject to the carrier's agents goods which are unsalvageable and shall make notation of shortages on the reverse of the pink copy of the Delivery Order (Form (FDA-2)).
4. Loss or damage must also be reported in the space provided for that purpose on the reverse side of the original Government Bill of Lading.

NOTE: It is very important that the statement of loss and damage on the reverse of the Delivery Order and Bill of Lading be filled out completely.

The original of the Government Bill of Lading will be forwarded to the consignee who will execute the "Consignee's Certificate of Delivery" at the bottom of this form and surrender the Bill of Lading to the agent of the delivering carrier in lieu of payment of freight charges.

In the event a car of commodities reaches its destination before the consignee receives the Government Bill of Lading covering transportation charges, it may be necessary to obtain assistance in having the carrier's agent release the shipment without the Bill of Lading. The consignee should wire the Regional Office giving location of car, car initials and number, and delivering carrier. The Regional Office will then contact the carrier's representative and endeavor to obtain immediate release of the shipment.

SECTION IX. Storage and Distributing Facilities.

Distributing agencies are expected to have proper facilities for receiving, sorting, storing, and repackaging commodities in order to distribute them efficiently. When necessary, appropriate arrangements must be made for refrigeration or other protection to preserve properly the commodity for use. The facilities for handling and storing commodities should be in accordance with the accepted standards applicable to each type of commodity.

SECTION X. Distribution.

In communities where there is a designated agency acting on behalf of two or more agencies eligible to apply for commodities, the allotment of the commodities to each agency will be made in accordance with a mutual agreement reached by all participating agencies based on their respective needs. Commodities will be distributed to eligible recipients for human consumption only and in quantities that will insure their full utilization for that purpose.

In certain instances a specific Rate of Distribution will be given the Distributing Agency to govern distribution to recipients. Each Distributing Agency concerned will be advised of applicable Rates of Distribution at time of allocation of commodity.

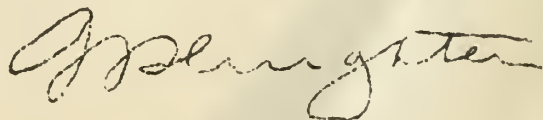
SECTION XI. Disposition of Container Funds.

All funds obtained from the sale of containers and salvagable material received by distributing agencies with shipments of commodities from the Office of Distribution will be used by the distributing agencies for expenses involved in the operation of this program, or may be returned to a representative of the Office of Distribution for deposit in miscellaneous receipts, U.S. Treasury.

SECTION XII. Reports.

Each designated agency receiving commodities directly from the Office of Distribution will submit a report, Form FDA 541, (see form attached) to the State Supervisor's office for each month in which any commodities are received, distributed, or held in storage. This report must be submitted not later than the 5th day of the month following the period reported. The State Office will prepare summary to be submitted for the Regional Office by the 10th day of the month following the period reported.

This memorandum supercedes Regional Distribution Instructions No. C-5, Revision 1, dated July 1, 1943, and Revision 1, Supplement 1, dated July 10, 1943, and is issued to perfect previous procedure.



John J. Slaughter, Chief  
Civilian Food Requirements Division